

**BURGESS AND COMMISSIONERS  
OF MIDDLETOWN MARYLAND**

**TOWN WORKSHOP MEETING MINUTES**

**WORKSHOP MEETING**

**April 7, 2022**

The workshop meeting of the Burgess and Commissioners of Middletown was called to order on April 7, 2022, by Burgess Miller at 6:30 p.m. Present were Commissioners Kevin Stottlemeyer, Christopher Goodman, Jennifer Falcinelli, Rick Dietrick, and Jean LaPadula.

**BUDGET WORKSHOP**

**FY2023 Water & Sewer Operating Budget** - The proposed Water & Sewer operating fund was reviewed. This is the first review for the Town Board. This proposed budget indicates no water/sewer rate increase. The advertised Water & Sewer Superintendent position is not included in this budget nor are any salary increases for employees. Discussion on electricity costs over the past 5 years occurred. Results of the salary study should be provided to the Town next week. Staff is looking at accommodations in the General Fund and the Water & Sewer fund to cover any proposed salary increases.

**PUBLIC COMMENT:** None.

**PERSONAL REQUESTS FOR AGENDA:** None.

**STAFF REPORTS:**

**Deputy Report** –Deputy Chudoba reviewed his report.

**Staff Planner Report** – Cindy reviewed her report.

**Engineer’s Report** – Report included in meeting packet. The Town Administrator stated that Broad Street has had the base pavement completed. Also, the Booster Station work is ongoing. The piping is in, and the pumps are being installed.

**Main Street Manager Report** – No report given.

**Zoning Administrator’s Report** – Mark reviewed his report. The Town Administrator stated that the complaints and photos received regarding the construction at 1 North Pointe Circle were forwarded to the County. The County has issued a stop work order due to the number of violations noted. The Town will use this as an opportunity to meet with the property owner and get information from him regarding his construction plan and timeline for the site.

**CONSENT AGENDA:**

- **Financial Statements**
- **Town Meeting Minutes**
  - *March 28, 2022 – Town Meeting*

**UNFINISHED BUSINESS:**

**Final Draft Franchise Agreement with Shentel** – The Town Attorney is meeting with the Shentel representative and are working on the final agreement. The intent is to have it for review at the next Town Board Meeting, April 11, 2022.

**Introduction of Ordinance 22-04-01 - Amendments to the Water & Sewer Billing Policy** - Due to issues with the USPS, town residents have not been receiving their water bills in a timely manner. This has resulted in the late fees being imposed. Residents have asked for those fees to be waived. The Water Sewer committee has proposed granting the Town Administrator the authority to waive water/sewer fees under certain circumstances. The draft ordinance update to Municipal Code section 13.12.040 was reviewed. It states that the authority to waive water/sewer fees be amended to include the Town Administrator or his designee. The Town Board will vote on this agenda item at the April 11, 2022 Town Board meeting.

**Amendments to the Subdivision Sign Policy** – The Town Board reviewed the proposed changes to the Subdivision Signs Repair and/or Replacement Policy. The change includes that the Town Board may partially fund a subdivision sign replacement at the request of residents of the subdivision, on the condition that 50% of the funds required to install the new subdivision sign are paid for by the residents of the subdivision. It was recommended that the policy identify which 7 subdivision signs this policy addresses. Also, once an identified subdivision sign has been replaced to the Town standard this policy will no longer apply to that sign. The residents of Brookridge South have confirmed their sign’s wording and have raised 50% of the cost of replacement of the new sign at the entrance into their subdivision. This item will be voted on at the April 11, 2022 Town Board meeting.

**NEW BUSINESS:**

**Appointment of Zoning Administrator – Robert Wilkes** – The Town Board will be appointing Mr. Robert Wilkes as the new Zoning Administrator for the Town at the April 11, Town Board meeting. The Board thanked Mark Hinkle for his hard work and diplomacy as the Zoning Administrator. Mark stated he would be available by phone if Robert has any questions during the transition.

**Review of Non-Profit Grant Applications** – The Town Board reviewed the list of non-profit organizations that applied for the Town’s ARPA grant. Those non-profit organizations having budgets of \$10,000 or higher will receive a one-time \$10,000 grant. Those with budgets less than \$10,000 will receive a one-time grant of \$5000.00. The Town Board will vote on these applications at the April 11, 2022 Town Board meeting.

**PUBLIC COMMENTS:** None.

**ANNOUNCEMENTS:**

- *Public Hearing – Constant Yield Tax Rate – Monday, April 11, 2022 at 7:00PM*
- *Coloring the Street – Saturday, April 23, 2022 – 10:00AM to 3:00PM*
- *Green Expo – Saturday, April 23, 2022 – 10:00AM to 2:00PM – Memorial Park*
- *Tree Planting Event – Friday, April 29, 2022 – 10:00AM to 12:00PM – Wiles Branch Park*

Workshop adjourned at 8:07 PM.

Respectfully submitted,

Annette Alberghini,  
Office Manager